

FORT ZUMWALT WEST MIDDLE SCHOOL



Parent/Student Handbook

West Middle School Mission Statement

The mission at West Middle School is to provide a safe and positive learning environment where we will foster the building of student character, increase student achievement, teach children to effectively problem-solve, embrace advances in technology, and academically prepare children who are high school, college, and career ready in a culturally diverse society.

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**Fort Zumwalt West Middle School
150 Waterford Crossing
O'Fallon, MO 63368**

Main Office hours: 7:00 a.m. – 4:30 p.m.
Grade Level Office hours: 7:30 a.m. – 3:30 p.m.

Local Phone: 636-272-6690
Metro Phone: 636-978-7251
Fax: 636-272-6361

Mr. Dan McQuerrey, Building Principal

Mrs. Tracy Otten, Building Secretary
Mrs. Rhonda Dufour, Financial Secretary

Mrs. Jill Farrar, 8th Grade Assistant Principal

Mrs. Ellen Broadway, Secretary

Mr. Jeff Fletcher, 7th Grade Assistant Principal

Mrs. Terry Holmes, Secretary

Mr. Mike Stille, 6th Grade Assistant Principal

Mrs. Nancy Eggert, Secretary

Guidance Department

The Guidance Office hours are from 8:00 a.m. – 4:00 p.m. Students will have the same counselor throughout their time at West Middle School to help establish a positive, comfortable rapport with an adult that continues from sixth to eighth grade.

Mrs. Cheryl Burke, Counselor
Mrs. JoAnn Gehner, 6th Grade Counselor
Mrs. Laura D'Antonio, 7th Grade Counselor
Mrs. Jen Litzinger, 8th Grade Counselor
Mrs. Terri Tarvid, Crisis Counselor
Mrs. Angie Roberts, Secretary

Special Services

Mrs. Heather Thompson, School Nurse
Mrs. Katherine Miller, School Nurse – Part-Time

Mrs. Angie Bishop, Educational Diagnostician
Mrs. Julie Carroll, Psychological Examiner

Mrs. Maggie Banal, Speech and Language Pathologist
Ms. Kristin Knoop, Speech and Language Pathologist

ACTIVITIES DISCLAIMER STATEMENT

Fort Zumwalt School District proudly sponsors a variety of student activities/athletics that encourage participation in the extracurricular areas. Some of the club activities available to students are not affiliated with our District. These clubs are independently run and do not operate under the policies or control of Fort Zumwalt. The coaches/sponsors for these clubs are not employed by the school district and activities, schedules and games are planned separate from the district calendar. Any questions concerning the operation or management of these activities should be directed to the coach/sponsor or, if available, the regional organization.

ARRIVAL

When students arrive prior to the 8:00 a.m. bell in the morning, they are to enter the building immediately. Sixth graders are to remain on the right side of the cafeteria, seventh graders should report to the small gym, and eighth graders should go to the large gym. Students will be dismissed to class at 8:00 a.m. by the bell.

If a student wishes to eat breakfast, the cafeteria opens at 8:00 a.m. Tables are set up on the left side of the cafeteria for students to eat breakfast. Once the students have finished eating and have disposed of their trash, they are to go to their lockers and report to their first period class.

ATTENDANCE: ABSENCES

Regular school attendance is vital to the academic success of any child. It is also habit forming and builds a lifelong pattern. When your child is going to be absent, we ask that you contact the school office at 636-272-6690. You may leave a message if there is no answer. If your child is absent and we do not receive a call from you, we will call to verify their absence.

ATTENDANCE: LATE ARRIVAL AND EARLY DISMISSAL

If your child is late to school, please call to verify or send a signed note to avoid disciplinary action. Students should sign in immediately at the attendance office upon arrival to school. Three (3) late arrivals will result in a referral to the grade level principal.

If you need to have your child dismissed early for any reason, please come to the attendance secretary located to the right of the Main Office. We will call your child from class **after** you arrive at the school. **You are required to come in and sign your child out and will be asked to show photo identification.**

BELL SCHEDULE

Warning Bell:	8:10
1 st Hour	8:15-9:15
2 nd Hour	9:20-10:20
3 rd Hour	10:25-11:25
4 th Hour	11:30-1:05
5 th Hour	1:10-2:10
6 th Hour	2:15-3:15

CAFETERIA/LUNCH INFORMATION AND PRICES

Each student is issued a pin number that will allow your student to access their lunch account. Lunch accounts are *debit* accounts. This means your child needs to have money in their account before purchasing lunch.

Secondary Breakfast, \$1.50

Secondary Lunch, \$2.60

The Fort Zumwalt School District participates in the National School Lunch Program and the School Breakfast Program. Children from families whose current income has either temporarily or permanently fallen below certain federal guidelines can qualify for free and reduced price meals. The identity of qualified children is completely confidential and the district goes to great lengths to keep these children anonymous from their peers. Parents should consider taking advantage of this valuable program should their current financial circumstances warrant participation.

Additional information, including nutritional content, can be accessed through our district website <http://www.fz.k12.mo.us/pages/FortZumwaltSD>. Please use the drop down menu “Departments” and select “Student Nutrition Services.”

CAFETERIA RULES

- 1) Single file lines only, no “cutting in”.
 - 2) No yelling or horseplay (including throwing things across the table).
 - 3) Throw trash away.
 - 4) Return trays.
 - 5) Recycle in the appropriate container(s) provided.
 - 6) Once seated, students must stay seated. Permission is required to get up.
 - 7) Never leave the commons without permission from a supervisor.
 - 8) Show courtesy and respect to all supervisors, including custodians, cooks, cashiers & clerks.
- Consequences will be given for inappropriate cafeteria behavior.***

CLASSROOM RULES

Students are expected to follow directions, be prepared, be courteous, be diligent in their studies, and avoid talking during group instruction or quiet time.

CLOSED CAMPUS

Ft. Zumwalt West Middle School is a Closed Campus. Students are not allowed to leave the building during the school day without permission. This includes going to their car (high school), out for lunch, etc. Should a student violate the closed campus policy, he/she may be disciplined for truancy and high school students may lose their parking privileges. Please help us protect the integrity of this policy by not allowing your child to sign out for frivolous reasons.

DISCIPLINE

At the start of the school year, students will participate in a review pertaining to school discipline and behavior expectations. Parents can view the student discipline guidelines established by the Board of Education through the Elementary Parent Handbook or can access this information directly by the Fort Zumwalt School District website. Please discuss this information with your child and emphasize behavioral expectations

After-school detentions are from 3:15 p.m. to 4:15 p.m. Monday through Thursday at West Middle School. Saturday detentions are from 8:00 a.m. to 12:00 p.m. at West High School.

EARLY RELEASE DAYS AND SCHEDULE

There will be nine “early release” days, one per month, to allow for faculty collaboration on research-based instructional practices. The dates of early release are as follows: September 14th, October 12th, November 16th, December 7th, January 11th, February 8th, March 8th, April 12th, and May 3rd. **On these days, school will begin at 8:15 a.m. and will dismiss at 12:45 p.m.** Students will see all of their classes on these days; **attendance on early release days is just as important as regular days.**

FOOD PREPARED AT HOME FOR SCHOOL ACTIVITIES

Parents should be advised that the district prohibits the sale and consumption of home-prepared foods at parties, fundraising events or district functions due to the potential health risk posed to students. If you have questions or concerns, please contact your child’s principal.

GIFTED EDUCATION

The gifted and talented education program (GATE) of the Fort Zumwalt School District is designed to meet the needs of academically gifted and talented students in grades K – 12. These students require services beyond those normally offered in the regular school program in order to more fully develop their abilities and to realize their contribution to self and society. Through participation in our program, students will be challenged through learning experiences geared to their level in small groups of peers, and guided by gifted learning specialists.

Referred students are screened for selection. Requirements include at least two scores at 95% or higher in total areas of Reading, Language, Math, or Composite on a standardized, nationally normed, group achievement test such as SAT9, CTBS, Terra Nova, etc. If such scores are not available, or if there is reason to believe the scores are not an accurate reflection of the student’s achievement, NNAT-2, a nonverbal ability test, may be administered, with a required score of 90th percentile or above.

A student qualifies for accelerated education by demonstrating exceptional performance in the following criteria:

General mental ability - individual intelligence test – IQ full scale score

Academic achievement - highest percentage in one area on recent standardized achievement test

Creativity & divergent thinking - scores on elements of creativity and divergent thinking as assessed by both the parent and a teacher familiar with the student's performance

Documented evidence of gifted behavior - scores on checklists of gifted characteristics regarding planning, communication, motivation, and leadership skills.

HALLWAY BEHAVIOR AND PASSES

Students are required to get a pass from their teacher if they need to leave the classroom for any reason. Teachers will keep a sign-in and sign-out log to ensure that students are accounted for throughout the school day. Students in the hall without a pass will either be sent back to class or to the appropriate grade level office.

Students should not block traffic by standing in groups during passing periods and should stay to the right to keep hallway congestion to a minimum. Hallways are monitored by teachers, hall monitors, and administrators. West Middle School is also equipped with security cameras in the hallways. Students are to show courtesy and respect to these individuals as well as to each other for the entirety of the school day.

HEALTH RELATED QUESTIONS

Our clinic is open during school hours. Please feel free to contact the nurse, Mrs. Thompson, at (636) 272-6690 with any questions.

Prescription medication cannot be given without a written prescription from the doctor. Prescription medication must come to school in the original container. Over-the-counter medications, such as Tylenol, aspirin, etc. require parental written permission on file prior to being dispensed and must be kept in the clinic.

HONOR ROLL CRITERIA

Honor Roll is awarded quarterly. Students that earn a 3. GPA or higher will receive a certificate of achievement. Students that earn a 3.7 GPA or higher are noted as “Academic Superstars” and earn a Gold Deal on their certificates.

HOMEWORK

The Board of Education recognizes that homework can be a valuable learning tool when a student clearly understands the assignment and when that assignment is geared to the ability level and learning style of the individual student. All of the following information comes from Board Policy IKB, and Homework Time Guidelines IKB-R.

The purposes of homework are:

- To support and strengthen curricular goals
- To provide practice and application of skills
- To check for understanding
- To inform teacher practice

Teachers can fulfill these purposes by assigning three types of homework:

- Practice Exercises - Opportunities to apply new knowledge or to reinforce newly acquired skills.
- Preparatory Work - requires obtaining background information on a unit of study to be prepared for the following day’s class.
- Extension Assignments - the pursuit of knowledge individually and imaginatively.

The following time guidelines are maximum nightly guidelines. Homework is not required on a nightly basis nor should teachers interpret the guidelines to mean that it is appropriate to skip one day and assign

twice as much the following. Teachers should avoid assigning homework on weekends and holidays, except for long term projects and tests.

It is important for your child to have a specific time and quiet place to complete homework. Your support of this process will have a positive impact on the development of your child's basic study habits.

At the secondary level, as content becomes more advanced and students choose diverse course offerings, homework requirements may vary substantially among students. Homework assignments at this level not only include the review of skills taught and preparatory work, but also incorporate experiences that will enrich the total educational experience of the students. The completion of and/or the lack of satisfactory completion of homework should be called to the attention of the parents.

<u>Grade</u>	<u>Recommended Maximum Amount of Time:</u>
6	60 minutes total for all classes
7	70 minutes total for all classes
8	80 minutes total for all classes
9-10	90 to 100 minutes total for all classes
11-12	100-120 minutes total for all classes

INTERDISCIPLINARY TEAMS

The Fort Zumwalt School District implements a middle school philosophy that is designed around the unique developmental needs of early adolescents. A middle school team is a group of teachers representing each of the core subject areas (English/Language Arts, Math, Science, and Social Studies). These teachers have the same group of students throughout the day and are clustered together in the same area of the building. This is an integral part of the middle school concept and helps promote a feeling of belonging among students. Team numbers—such as team “7-2,” for example—have nothing to do with ability level. Teams are assigned randomly through a district computer database.

Teaching teams will occasionally engage in interdisciplinary instruction. This is a unit of study where all teachers on a team teach from a single theme and apply the theme to each individual subject.

LOCKERS

Students are assigned a locker; however, lockers are the property of Fort Zumwalt School District and are subject to inspection by authorized school personnel at any time. From time to time, law enforcement officers will bring in dogs to sniff out narcotics near student lockers and in personal belongings. If a dog alerts officers to a student's locker or personal belongings, that student's items will be searched to ensure student safety.

MIDDLE SCHOOL CURRICULUM

The middle school curriculum consists of core academic classes and electives. The core classes are English/Language Arts, Mathematics, Science, and Social Studies. Electives allow students to explore areas of interest and consist of art, general music, industrial technology, computer exploration, family and consumer science (FACS), band, choir, and orchestra. In addition, all students take physical education, and all sixth grade students take reading and computer literacy.

NO SMOKING CAMPUS

State law prohibits anyone from smoking in any school building. District policy further bans smoking from any school property. Any smoking, use of tobacco/nicotine products and all forms of electronic cigarettes/devices shall be prohibited on the school district property for all students and employees. These restrictions on the use of tobacco/nicotine products also extend to all citizens and patrons attending school-sponsored events and meetings held in district buildings and to any group or organization contracting for public or private use of district facilities. This shall include district buildings, grounds (including grass areas around the buildings), district-owned/leased vehicles, and school-sponsored events.

OPEN HOUSE

Open House takes place for 6th grade parents on August 29th and for 7th and 8th grade parents on August 31st. This evening activity is an opportunity for parents to come and walk through their child's schedule, meet the teachers, and learn more about the grade-level curriculum. This is not an evening for individual concerns or parent-teacher conferences.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences are held on the evening of October 25th and during the day on October 26th. Information and sign-up forms will be sent home prior to conferences through the Guidance Department. Complete the sign-up form and return it to school as soon as possible to help ensure that you get your preferred time and teacher with whom you would like to have a conference.

PARENTS/VISITORS

Parents/Guardians and patrons of the district are welcome to visit district schools and attend district events. However, all visitors during business hours, must sign or check in at the building office before proceeding anywhere in the building or on grounds.

In addition, parents are welcome to visit the classrooms, but are required to make advance arrangements with the teacher or principal and check in at the office prior to going to the classroom. Due to the potential for disrupting the learning environment, the district discourages parents/guardians or others from using district classrooms as places for simply visiting students and may refuse these requests.

PARKING LOT

Automobiles parked on Fort Zumwalt School District property are subject to inspection by authorized school personnel. If reasonable suspicion warrants, school officials will conduct a search of the vehicle to ensure student safety.

PHONE USE—STUDENT

Should you need to contact your child, please call (636) 272-6690 and we will get a message to your child to have them return the call at the end of the class period. Students may use any office/clinic phone to contact parents. ***Cell phone use during the school day is prohibited.*** This is a **district policy and discipline will be issued when a student is using a cell phone.** *Please help your child adhere to discipline guidelines by refraining from texting or calling your student on his or her cell phone during school hours.*

PHYSICAL EDUCATION REQUIREMENTS

Students are required to dress out for P.E. They will need gym shorts or sweat pants, a t-shirt (different from the one worn to school), and tennis shoes. Slip-on tennis shoes are not recommended. Dressing out for P.E. is monitored on a daily basis “failure to dress out” infractions will result in a reduction of grades. Though students are not required to shower after P.E., showers are available for student use. If a student is absent from P.E., they will be required to complete an approved make up assignment.

PROGRESS REPORTS AND REPORT CARDS

Parents receive computerized report cards four times a year and progress reports at the midpoint of each quarter. Semester grades are reflected on second quarter and fourth quarter report cards. Semester grades are calculated by averaging the two preceding quarter grades. Only semester grades count toward promotion. The grading scale for the Fort Zumwalt School District is as follows: 100-90=A, 89-80=B, 79-70=C, 69-60=D, 59-0=F.

RECORDING BY DISTRICT PERSONNEL OR DESIGNEES

The district or designees of the district may make audio or visual recordings to provide security, to maintain order, for professional staff development use, for educational purposes or for other purposes related to furthering the educational mission of the district. This may include the use of visual recording equipment in district buildings and on district transportation. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

The district may also allow student teachers or pre-service teachers to record themselves teaching or otherwise interacting with students when the recording is used for educational purposes in the student teacher or pre-service teacher preparation program. The student teacher or pre-service teacher must obtain permission to do so from the cooperating teacher and the building principal and must have signed Missouri Pre-Service Teacher Assessment permission forms from all student and adults who will appear in the recordings if those recordings will be viewed by any person who is not employed by the district. The district reserves the right to refuse to allow recording or to limit the time and place for such recordings in order to minimize disruption to the educational process.

SCHOOL VOLUNTEERS

Fort Zumwalt School District policy requires that any person seeking to volunteer for the school must fill out an initial request form with the school office. You may also be asked to complete additional forms depending on the amount of time you will be volunteering or the type of volunteer activity. If you plan on volunteering at any time (special events, classroom parties, field trips, etc.), you must fill out a form in advance and return it to the office. It is our goal to protect the safety and well-being of all our students with this process.

Additionally, at the elementary level, parents and grandparents wanting to attend a class party will need to present an I.D. and we will check a list to make sure the attendee has been pre-screened. All parents should contact the teacher in advance about their attendance, so the pre-screen process can be completed. If a parent or grandparent is not on our party list, they will have to wait to be screened in the office before being going to the classroom.

SNOW SCHEDULE, EARLY DISMISSAL AND SCHOOL CLOSINGS

Whenever possible the school district will post school closings on our website at www.fz.k12.mo.us. In the event of severe weather, the district may choose to use a late arrival snow schedule, dismiss the students ear from school or cancel school for the day. For those patrons unable to access the Internet, local television and radio stations will also be contacted to provide this information.

Radio KMOX 1120 AM

Television KTVI Channel 2 KMOV Channel 4 KSDK Channel 5

Finally, we will utilize our School Messenger system to reach out to our families through both e-mail and phones. **Please be sure that your contact information is current in our database so you can receive the School Messenger call in these situations.**

STUDENT APPEARANCE/DRESS CODE

Student dress and grooming should be neat, clean and of good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear. (house shoes/slippers are not allowed)
3. Items of clothing or jewelry associated with a controlled substance are not permitted.
4. Dress and grooming will not disrupt the educational environment teaching/learning process or cause undue attention to an individual student.
5. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
6. Additional dress regulations may be imposed upon students participating in certain extracurricular activities.
7. Students shall not wear the following:
 - a. hats, bandannas, shower caps, or other non-therapeutic headgear inside the school building.
 - b. muscle shirts/halter tops/midriiffs/backless or racer back apparel/sagging pants/short shorts above mid-thigh (undergarments cannot be exposed including boxers and bra straps)
 - c. clothing/stickers/insignias/colors/visible tattoos that indicate membership in, affiliation with, or support of any gang or similar organization associated with violence, drugs, intimidation or other criminal activity (including rebel flags and swastikas)
 - d. clothing which promotes drugs, alcohol, tobacco, and/or its products
 - e. clothing with sexually suggestive messages, messages that promote the occult, or messages of vulgar nature

f. clothing with holes above mid-thigh or exposing undergarments

g. jewelry and chains that may be used as a weapon or that present a safety concern

8. All high school students must carry their ID badges at all times and present them immediately and respectfully upon request from any staff member. Staff will request to view ID badges when determining or verifying a student's name.

When, in the judgment of the principal, a student's appearance disrupts or mode of dress does not comply with the above criteria, the educational process, or constitutes a threat to health or safety the student may be required to make modifications.

TARDIES

There are 5-minute breaks between classes. Clocks are positioned in hallways for student use. A bell rings to begin class. Disciplinary action will be given for tardies.

TRANSPORTATION

All bus assignments, bus stops, and bus changes are made through the District Transportation Department. Advance permission from the Transportation Office must be given before a student can ride another student's bus or get off at a different bus stop. ***Only parents/guardians can make a change request.*** To make a request or to check on a late bus, please call the Bus Garage at (636) 281-3458 or (636) 240-3138. Bus routes can be found on the district web page under <http://www.fz.k12.mo.us/cms/One.aspx?portalId=191707&pageId=751100> "Departments" and "Transportation."

LAWRENCE E. SMITH INSURANCE FOR STUDENTS

Missouri schools are not required to buy insurance or pay student medical expenses associated with school injuries. However, Fort Zumwalt School District has purchased an accident insurance policy as a public service to assist parents that may be without insurance or need to supplement their own personal insurance plan deductibles or copays. The school policy will not provide 100% reimbursement for all medical expenses incurred. The plan has limitations and benefits as outlined below. The school district cannot assume responsibility for payment of medical expenses that are not covered by the accident insurance policy.

The school policy covers students, grades Early Childhood through 12, while they are participating in school scheduled, school supervised and school funded classes, sports and activities, during the regular school term. Students are also covered while they are traveling as a school sponsored group in a school bus or van operated by a licensed adult driver to and from school premises and a school sponsored event site. Injuries sustained during individual travel or travel in privately owned vehicles are not covered by the school policy.

OPTIONAL STUDENT INSURANCE PURCHASE

Parents may also purchase additional insurance protection for accidents that may occur while students are away from school, at home, during the weekends and vacation periods, including the summer months. For information regarding this optional coverage, call the Lawrence E. Smith & Associates Insurance Agency at 1-800-325-1350, or e-mail a request for information to lucyw@lesmith.net.

ASSESSMENT PROGRAM

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy. In cooperation with the administration and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

In order to achieve the purposes of the student assessment program, the district requires all enrolled students to participate in all applicable aspects of the assessment program.

DISTRICT ASSESSMENT PLAN

The superintendent or designee shall ensure that the district has a written assessment plan that shall test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law. The purposes of the districtwide assessment plan are to facilitate and provide information for the following:

1. Student Achievement - To produce information about relative student achievement so that parents/guardians, students, and teachers can monitor academic progress.
2. Student Guidance - To serve as a tool implementing the district's student guidance program.
3. Instructional Change - To provide data which will assist in the preparation of recommendations for instructional program changes to:
 - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation;
 - b. Help the professional staff formulate and recommend instructional policy; and
 - c. Help the Board of Education adopt instructional policies.
4. School and District Assessment - To provide indicators of the progress of the district and individual schools toward established goals.
5. Accreditation – To ensure the district maintains accreditation.

CRISIS MANAGEMENT GUIDE

All staff members have received a copy of our building's Crisis Management Guide and have been trained regarding its implementation. A copy is posted in every classroom and procedures will be drilled with the entire student body in the near future and throughout the year. You can feel confident that we, in conjunction with local police and security consultants, have developed a comprehensive plan to prevent and react to most foreseeable crises.

SAFELINE

The Fort Zumwalt School District provides a **Safeline** to assist our families and students in reporting the following:

- Situations involving the safety of students or staff
- Threats of violence
- Sexual harassment
- Abuse (physical or sexual)
- Crisis situations such as death or health issues
- Suspected drug or alcohol use or distribution
- Bullying

Please be advised that routine school questions should be directed to the appropriate school personnel during the regularly scheduled school day. Please utilize **Safeline** for the reporting of vital information only. Abuse of this line or report of inappropriate information will result in disciplinary action. The **Safeline** is monitored by a district Crisis Counselor between the hours of 7:00am and 6:00pm and may be utilized by anyone needing to share urgent information. Voicemail will receive calls and calls will be returned when warranted.

Safeline Phone Number 314-941-0331

Crisis & Suicide Hotline Phone Numbers

Crisis/Suicide Prevention Hotline

Suicide, Any Kind of Crisis – 24 hours a day
1-800-273-8255 (toll free)
OR
1-800-784-2433 (toll free)

K.U.T.O. (Kids Under Twenty-one)

Suicide Prevention/Crisis Helpline
(Sun-Thurs 4-10pm, Fri-Sat 4-12am)
1-888-644-5886 (toll free)

Youth Emergency Services

Suicide, Any Kind of Crisis – 24 hours a day
314-727-6294 (local)
1.800.899.KIDS (5437)

EMERGENCY DRILL PROCEDURES

As part of the implementation of the district's adopted crisis intervention plan, the superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules.

Emergency Drills

The superintendent or designee, in cooperation with the buildings principals, will develop emergency drills (fire, tornados, bus emergencies, earthquakes, bomb threats, and armed intruder/active shooter situations). Additional emergency drills

may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted is sufficient to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Emergency exiting procedures will be posted near the door in each building.

The superintendent and/or the building principal will schedule and execute emergency drills. Principals who schedule emergency drills will provide the superintendent advance notice of drills. The district will cooperate and coordinate emergency drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning communities. Pursuant to law, armed intruder/active shooter drills will be conducted and led by law enforcement professionals.

Emergency evacuation drills on school buses will be conducted for all students in grades kindergarten through six at least once per semester with the first drill completed prior to October 31st annually.

Earthquake Preparedness Disaster Plans and Drills

In accordance with law, the superintendent or designee, cooperating with building principals, shall develop and implement a district wide school building disaster plan, in order to protect students and staff before, during and after an earthquake. The plan will be designed specifically to minimize the danger to students, staff and district property as a result of an earthquake and will be ready for implementation at any time. The superintendent or designee will request assistance with developing and establishing the earthquake emergency procedure system from the State Emergency Management Agency (SEMA) and any local emergency management agency located within district boundaries.

An emergency exercise will be held at least twice each school year that will require students and staff to simulate earthquake frequency conditions and practice the procedures that are to be implemented under such conditions.

The superintendent shall develop a program that ensures that all students and staff of the district are aware of and properly trained in the earthquake emergency procedure system. This emergency procedure system shall be available for public inspection at the district office during normal business hours.

At the beginning of each school year, the district shall distribute to all students information from the Federal Emergency Management Agency (FEMA), SEMA and other sources in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation.

Earthquake Safety For Missouri's Schools

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville,

following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Prepare a Home Earthquake Plan

Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.

Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.

Choose an out-of-town family contact.

Take a first aid class from your local Red Cross chapter. Keep your training current.

Get training in how to use a fire extinguisher from your local fire department.

Inform babysitters and caregivers of your plan.

Eliminate Hazards

Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.

Bolt bookcases, china cabinets and other tall furniture to wall studs.

Install strong latches on cupboards.

Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

First aid kit and essential medications.

Canned food and can opener.

At least three gallons of water per person.

Protective clothing, rainwear, and bedding or sleeping bags.

Battery-powered radio, flashlight, and extra batteries.

Special items for infant, elderly, or disabled family members.

Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)

Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place.

Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.

In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.

If you are in bed, hold on and stay there, protecting your head with a pillow.

If you are outdoors, find a clear spot away from buildings, trees, and power lines.

Drop to the ground.

If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.

Check others for injuries. Give first aid for serious injuries.

Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)

Listen to the radio for instructions.

Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!

Inspect your home for damage. Get everyone out if your home is unsafe.

Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_,00.html, Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455

Every Student Succeeds Act of 2015 (ESSA)

Complaint Procedures

Missouri Department of Elementary and Secondary Education

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under The Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information <ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals <ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

NOTICE OF NON-DISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Fort Zumwalt School District are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups. Information on additional prohibited behavior is outlined in Board of Education Policy AC.

Any person having inquiries concerning the Fort Zumwalt School District’s compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District’s efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The Fort Zumwalt School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District’s Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may also contact the Office for Civil Rights:

One Petticoat Lane, 1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550
Facsimile: (816) 268-0559

Email: OCR.KansasCity@ed.gov

COMPLIANCE COORDINATORS
Jeremy Moore, Assistant Superintendent for Student Services
Compliance Coordinator for Student Complaints
555 E. Terra Lane, O’Fallon, Missouri
636-272-6620

Dr. Jackie Floyd, Assistant Superintendent for Personnel
Compliance Coordinator for Staff Complaints
555 E. Terra Lane, O'Fallon, Missouri
636-272-6620

Dr. Henry St. Pierre, Assistant Superintendent for Special Services
Compliance Coordinator for 504 Complaints
555 E. Terra Lane, O'Fallon, Missouri
636-272-6620

FERPA RIGHTS NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Fort Zumwalt School District receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Fort Zumwalt School District to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to

serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to

- conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
 - To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
 - To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
 - To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
 - To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
 - To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
 - To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
 - Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
 - To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
 - To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

FERPA OPT-OUT INFORMATION

As required by Federal Law, the Fort Zumwalt School District will release the names, addresses and telephone numbers of students to all eligible agencies; including but not limited to, military recruiters and

institutions of higher education that request the information. Parents/Guardians or emancipated students may request this information, or additional information designated as “General Directory Information” as defined in Board of Education Policy JO, not be released by contacting their school to request a FERPA Opt-Out form, completing the form and returning it to their school office. The form is also available via the Fort Zumwalt District Website under Annual Parent Notifications.

FORT ZUMWALT SCHOOL DISTRICT STATEMENT

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Fort Zumwalt School District are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the Fort Zumwalt School District’s compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District’s efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The Fort Zumwalt School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District’s Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

COMPLIANCE COORDINATORS

***Jeremy Moore, Assistant Superintendent for Student Services
Compliance Coordinator for Student Complaints
555 E. Terra Lane, O’Fallon, Missouri
636-272-6620***

***Dr. Jackie Floyd, Assistant Superintendent for Personnel
Compliance Coordinator for Staff Complaints
555 E. Terra Lane, O’Fallon, Missouri
636-272-6620***

Public Notice - Individuals with Disabilities Education Act

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Fort Zumwalt School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Fort Zumwalt School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Fort Zumwalt School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians.

Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Fort Zumwalt School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Fort Zumwalt School District Administrative Offices, 555 East Terra Lane, O'Fallon, MO between the hours of 8:00 am and 4:00 pm on days in which school is in session.

This notice will be provided in native languages as appropriate.

PUBLIC NOTICE - 504 and TITLE II

The Fort Zumwalt School District, as a recipient of federal financial assistance from the United States Department of Education, and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Fort Zumwalt School District assures that it will provide a free and appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled

persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Fort Zumwalt School District has developed a 504/Title II Procedures manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at 555 East Terra Lane, O'Fallon, MO 63366.

RACIAL HARASSMENT STATEMENT

The Fort Zumwalt Board of Education declares a policy against and prohibits racial harassment. Policy ACA prohibits any oral, written, graphic or physical conduct related to an individual's race, color or national origin so as to interfere with or limit his/her ability to participate in or benefit from programs. Examples of this conduct can include, but are not limited to, racial name calling, graffiti, cartoons of a negative demeanor, racially motivated harassing, threatening or intimidating comments, and physical acts of aggression. Allegations of racial harassment should be reported to the most immediate administrator or the Title VI coordinator, Assistant Superintendent of Student Personnel Services.

PROCEDURES FOR FILING A COMPLAINT ARE:

LEVEL I Any complaint should be filed with the Building Principal or the most immediate supervisor. An investigation should be completed within approximately five (5) working days.

LEVEL II Any Level I decision may be appealed to the Assistant Superintendent of Student Personnel Services at 555 E. Terra Lane, O'Fallon, MO 63366, Phone (636) 240-2072, Ext. 18321. Within approximately five working days of an appeal being filed a written response to the appeal will be provided.

LEVEL III Any Level II decision may be appealed to the Superintendent of Schools at 555 E. Terra Lane, O'Fallon, MO 63366, Phone (636) 240-2072. Within approximately 10 working days of the appeal being filed a written response to the appeal will be provided.

LEVEL IV Any Level III decision may be appealed to the Board of Education at 555 E. Terra Lane, O'Fallon, MO 63366, and will be placed as a closed session hearing at the next scheduled Board meeting. Within 30 working days of the hearing the board will render a decision and take necessary actions for non-discrimination compliance.

Nothing in policy ACA prohibits a complaint from being filed with the Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, Phone (816) 268-0550

SEXUAL HARASSMENT

This school is committed to maintaining an environment for its students that is free from sexual harassment. Sexual harassment is prohibited and is defined as unwelcome or inappropriate verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee of the school or fellow student. If a student believes he or she is being sexually harassed, the student should bring the concern to the attention of a principal. The principal will fully investigate the concern and will notify the student and his/her parents of the result of the investigation. If the investigation substantiates the sexual harassment has occurred, the district will take appropriate disciplinary action against the offender. There will be no retaliation against or adverse treatment of any student who uses the complaint procedure to resolve a concern.

